



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

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DIVISION OF ADMINISTRATION

POLICY NO. 15

EFFECTIVE DATE: September 1, 2001

SUBJECT: PUBLICATION OF INFORMATION ON THE
DOA INTRANET

AUTHORIZATION: Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY:

It is the policy of the Division that all data made available on the DOA intranet shall be submitted for publication by a DOA Section Head or authorized designee in accordance with the procedures and statements of policy outlined below and detailed in the "DOA Intranet Guide". Responsibility for content will lie with the submitting Section Head, with oversight by the DOA Appointing Authority.

II. PURPOSE:

To define the process for publishing work-related information of interest to employees across all sections of the DOA. A key requirement for content to be provided will be the need to make consolidated information and resources accessible to individuals across separate sections, or to geographically separated work groups, to enhance employee expertise in the topics addressed, to provide information related to their employment, and to facilitate the performance of their duties. This policy will define how information will be submitted for publication on the DOA intranet and provide minimum standards for the content.

III. APPLICABILITY:

Applies to all employees with the DOA.

IV. DEFINITIONS:

- A. The DOA intranet is a secure website maintained on the DOA web server as a communications tool for all Division employees. It may be accessed directly or through links maintained on the DOA public Internet pages, but when accessed from outside the DOA local area network, entry of a valid DOA network userid and the associated password will be required for authentication purposes.
- B. Common pages are any pages containing content of general interest or content which may be submitted by more than one section of the DOA.
- C. Designated section pages are areas of the intranet that have been assigned to specific sections for direct maintenance by the Appointing Authority, without requiring submission through the DOA Webmaster, or intranet pages established by a section for its own use. They will be maintained in separate subdirectories, secured for update purposes to a userid at that particular section.
- D. The DOA Webmaster, designated by the Office of Information Services, serves as the Administrator, Manager, and Coordinator for the DOA regarding all data published on the common pages of the DOA intranet, and as a reviewer for format and standards compliance for all designated section areas of the intranet.

V. PROCEDURES AND STATEMENTS OF POLICY:

A. PROCEDURE:

Any employee who has data which is to be published on the DOA intranet, must submit that data to the Section Head for approval.

DOA Intranet Common Pages:

- The Section Head or authorized designee will submit information for publication on any common page to the DOA Webmaster via email, with copies to the Appointing Authority.
- The DOA Webmaster or designee will update the intranet pages and notify the requestor when the changes have been deployed.

DOA Intranet Designated Section Pages:

- The Section Head will review and approve content changes.
- The Section Webmaster will apply approved changes using the same procedures as used for maintenance of the public Internet pages.

Day-to-day matters regarding appropriateness of information submitted for publication on common pages will be handled by the DOA Webmaster. Any issues requiring management attention will be presented to the DOA's Appointing Authority for resolution.

B. STATEMENTS OF POLICY:

1. The DOA intranet is to be used only for legitimate business purposes.
2. All information published to the DOA intranet is owned by the State of Louisiana and is thus subject to review for cause at any time by supervisory personnel.
3. The content of the DOA intranet is not to express opinions or violate any workplace discrimination/harassment policy.
4. Materials that are copyrighted, patented or otherwise identified as intellectual property are not to be used without the permission of the owning or holding sources.
5. Unacceptable uses of the DOA intranet, which include but are not to be limited to the following, will not be tolerated:
 - a. Accessing adult chat sites and adult sites that offer access to sexual/pornographic materials, hate information or racially offensive material.
 - b. Engaging in illegal activities or using the intranet for illegal purposes including deliberately sending and/or receiving messages or publishing information that violates State, Federal or local laws and regulations.
 - c. Spreading computer viruses and attempting to or actually gaining unauthorized access to any computers, networks, databases or other electronic information.
 - d. Providing personal files or information not related to State business.
 - e. Using language considered abusive or objectionable.
 - f. Misrepresenting information.
 - g. Conducting any activities for profit.
 - h. Distributing unsolicited commercial materials.

- i. Soliciting money for prohibited causes such as religious or political issues or campaigns.

VI. RESPONSIBILITY:

A. DOA WEBMASTER IS RESPONSIBLE FOR:

- Assuring that data submitted for publication on common pages is received from the appropriate authority.
- Reviewing all submitted information for appropriateness, and if necessary, bringing matters requiring resolution to the DOA Appointing Authority.
- Deploying common page information to the appropriate pages and directories.
- Notifying the requestor upon the successful deployment of the requested changes.
- Developing and maintaining procedures to facilitate the preparation, testing, and deployment of designated section pages.
- Reviewing all areas of the DOA intranet periodically for compliance with standards and best practices.

B. SECTION WEBMASTER IS RESPONSIBLE FOR:

- Maintaining designated section pages, as authorized by the Section Head, in accordance with standards and procedures documented in the DOA Web Development Guide. This includes formatting, preparing, testing and deploying web pages to the production intranet server.

C. SECTION HEAD IS RESPONSIBLE FOR:

- Designating an alternate for submission of content for common pages to the DOA Webmaster, if desired, and notifying the DOA Webmaster of the name and of any subsequent replacements.

- Reviewing and approving all content submitted for publication on the DOA intranet, assuring that the information is accurate, that it falls within the content standards, and that its publication on the DOA intranet is in the best interest of the DOA.
- Verifying all directly prepared information for content, linkage to other documents, and accuracy.
- Maintaining adequate backups for information submitted for publication.
- Maintaining security for access to information while under development within their section.

D. EMPLOYEE IS RESPONSIBLE FOR:

- Submitting information to the Section Head for publication on the DOA intranet.

E. OFFICE OF COMPUTING SERVICES IS RESPONSIBLE FOR:

- Supporting all technical aspects of the Web Server including software, security, operations configuration files, etc., exclusive of information data documents.